IN THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS WESTERN DIVISION

THE UNITED STATES OF AMERICA and	1)
THE STATE OF ILLINOIS)
Plaintiffs,)
v.) Civil Action No. 3:15cv50250
THE CITY OF ROCKFORD, ILLINOIS,))
Defendant.	,))

CONSENT DECREE APPENDIX B



DETENTION BASINSSTANDARD OPERATING PROCEDURE

City of Rockford

1.0 General

The purpose of this standard operating procedure for the detention basin monitoring program is to comply with Part II, A.2 of the City of Rockford's NPDES Storm Water Permit (ILS000001). This document addresses the process to perform detention basin inspections on public and privately owned detention basins.

2.0 Legal Authority

All properties with detention basins have drainage and detention easements on the recorded plats which allow the City to access the property to check the basins for maintenance needs.

If it is determined that a detention basin has maintenance issues the property owner will be notified to make the necessary repairs. Failure to properly maintain a detention basin can result in violations on municipal code Chapter 109, Article 6, as well as violations of the easement provisions.

3.0 Documentation and Record Management

All detention basin locations and ID numbers are mapped on the City of Rockford's GIS database and are hyperlinked to files with all data pertaining to that basin. A spreadsheet of basin inspections has been developed to indicate maintenance categorization following inspections and to track maintenance performed on the detention basins. The data shall be updated continuously as new information is gathered for the basins.

To access the detention basin database perform the following:

- 1) Open the Stormwater Drive (note: this drive has limited access for people who perform duties directly related to the City's stormwater program),
- 2) Open the Detention Basin folder,
- 3) All basins have number Id's which is how they are categorized in the folder.

Basin folders include the following data: past inspection reports & photos, recorded plat (indicating maintenance responsibility) property owner(s). Other data can be added to the files as it becomes available (i.e. correspondence, engineering plans, etc.)

4.0 Staffing and Equipment

Positions of the City of Rockford's Stormwater Environmental Team (SWET) include: Engineering Operations Manager, Stormwater Program Manager(s), Stormwater Coordinator and designated project managers and engineering techs.

Inspections for the detention basins will be performed by the Public Works Engineering Division utilizing the following staff positions: Operations Manager(s), Program Manager(s), Project Manager(s), Coordinator(s), and Engineering Technicians. These positions shall be trained to perform these inspections according to the Standard Operating Procedures for Stormwater and Environmental Education and be familiar with this document.

Equipment to perform the inspection should include: the Detention Basin Inspection Form (Attachment B) or Field Observation Form (Attachment C), safety vest, work boots (possibly rubber boots or hip waders), camera, tape measure, and rain gear. It is also recommended the inspector review previous reports prior to completing the inspection.

5.0 Detention Basin Monitoring

The detention basins within the City of Rockford limits have been broken down into three (3) categories:

5.1 Public Detention Basins

These basins are owned, operated and maintained by the City of Rockford. These basins are listed as part of Attachment A.

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5.2 Private Detention Basins

These are detention basins owned, operated and maintained by private citizens or homeowner associations that have not been designated as Private Priority Detention Basins. The majority of the detention basins within the City of Rockford limits fall under this category.

5.3 Private Priority Detention Basins

These are private basins that have been given a Private Priority Basin designation based on previous inspections & observations. These designated basins will be inspected or observed more frequently than other privately owned basins. These basins are listed as part of Attachment A.

The following criteria shall be considered to add or remove private basins from the Priority Basin List:

- History of overtopping
- Owner lack of maintenance
- Significant collection of debris or floatables
- Basin failure
- Downstream flooding
- Significant grading or maintenance work has been completed recently
- Redesign or retrofit has been completed
- Large regional basin
- Newly constructed basin

6.0 Detention Basin Inspection Frequency

All detention basins within the City of Rockford limits shall be inspected based on scheduled Dry Weather inspections and Storm Event inspections.

6.1 Dry Weather Basin Inspection Frequency

Public & Private Priority Basins

All public and private priority detention basins shall be inspected annually utilizing the Detention Basin Inspection Form (Attachment B). Maintenance of the detention basins and stormwater systems shall be in accordance with the post construction management plan for that property.

Private Basins

All private detention basins shall be inspected no less frequently than every two years and as needed in response to a public complaint or a concern identified by the City. Maintenance of the detention basins and stormwater systems shall be in accordance with the post construction management plan for that property.

Any detention basins that were not previously located shall be inspected in the year the City became aware of their presence.

6.2 Storm Event Basin Inspection Frequency

The source for weather observation data to be used by Staff is from the National Weather Service website (http://w1.weather.gov/data/obhistory/KRFD.html) which reports the past 72 hours of weather data (including hourly rainfall data) from the Chicago Rockford International Airport.

In addition, the following factors shall be utilized to determine inspection frequency:

- Intensity of rainfall
- Duration
- Previous weather conditions, (i.e. soil moisture content, frost depth, time since previous event)

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Public and Private Priority Basins

All public and private priority detention basins will be inspected within 72 hours following a 4 inch or greater, 24 hour storm event.

Non-Priority Private Basins

All non-priority private detention basins will be inspected within two (2) weeks of a 6 inch or greater, 24 hour storm event.

7.0 Performing Basin Inspections

7.1 Dry Weather Basin Inspection

The attached detention basin inspection form (Attachment B) shall be used when performing inspections. Number, type and size of inlet and outlet structures will not need to be recorded unless there was a change in design or it wasn't previously recorded. Photos will be taken to show basin conditions and to indicate items of concern. It is recommended the inspector review previous reports prior to completing the inspection.

Reasons for follow-up can include but not be limited to:

- Structure failures (berms, pipes, etc.)
- Poor seeding establishment
- Blockages in or around the inlet and outlet structures
- Obstructions in the basins.
- No maintenance is being completed. (mowing, debris removal, etc.)

7.2 Storm Event Basin Inspection

During event inspections the Field Observation Form (Attachment C) shall be utilized and the basins will be visually inspected for:

- Structural integrity
- Debris and floatable build up at outflow or other locations
- Potential or active flooding concerns
- Potential or active property damage

Inspectors must be aware of their surroundings when performing inspections during and after storm events.

7.3 Concern for Public Safety during Basin Inspections

If during a basin inspection, there are found to be concerns about the integrity of the basin, the inspector shall immediately contact the City Engineer (See Attachment E for Emergency Contact Phone Numbers). The City Engineer, or his designee, will assess the basin for further action.

If the inspector determines there are urgent concerns for the health and safety of the public, the inspector shall call 911 to notify the Rockford Fire Department. The inspector shall then immediately inform the City Engineer of the current situation.

8.0 Basin Maintenance Notifications

8.1 Private and Private Priority Basins

- 1. Inspections shall be reviewed by the Public Works, Engineering Division to determine the type of maintenance needed. Basin maintenance will be categorized as:
 - a. None no additional maintenance required
 - b. Minor No immediate concerns. Minor maintenance (mowing, removal of debris) is needed. Flows are not compromised

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- c. Intermediate No maintenance is being performed and flows are or will be compromised if maintenance doesn't commence.
- d. Major Basin needs significant maintenance and/or repairs.
- 2. For basins categorized as having Intermediate and Major maintenance needs:
 - a. Owners shall be sent letters detailing needed repairs. This shall be completed within one (1) week for dry weather inspections and within two (2) weeks of storm event inspections.
 - b. Owners shall be given 90 days to complete the maintenance or will be instructed to contact the City regarding a maintenance timetable. Depending on the extent of the repairs and the history of the property or owner the owner may be sent through the code enforcement hearing process.
 - c. The city will request basin owners to send in the attached maintenance confirmation form (Attachment D) upon completion of maintenance items as directed in the letter. Staff will review the maintenance to confirm it has been completed.
 - d. As maintenance is reported as completed on basins in the Intermediate and Major categories it will be indicated on the spreadsheet. Failure of an owner of such a basin to notify the City within the 90 day timeframe will result in an additional inspection to assess compliance.
- 3. All other basin owners will receive a form letter reminding them of their maintenance responsibilities.
- 4. All basin owners will receive the Detention Basin Maintenance Guide included as Attachment F.
- 5. All detention basins and their maintenance category will the tracked on an Excel spreadsheet.

8.2 Public Basins

The Public Works Street Division performs and tracks routine maintenance (mowing, sediment removal, etc.) on public basins according to the Right-of-Way and Drainageway Standard Operating Procedure document. The Stormwater Environmental Team shall notify the Street Division within 48 hours of the inspection of the maintenance issues on City owned basins.

9.0 Enforcement

All recorded plats indicate provisions of the drainage and detention easements and identifies the property owner's responsibilities. Violations of these requirements will make the responsible party subject to enforcement as outlined in Chapter 109, Article 13 of the City of Rockford Code of Ordinances and the Enforcement Response Plan.

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Attachment A Public Basin & Private Priority Basin List

The following are detention basins where the City of Rockford has maintenance responsibilities or are considered private priority basins.

Public Basins	Private Priority Basins		
Lowes Distribution Center Elliot Golf Course Arden Court Greater Rockford Industrial Park Logistics Parkway Harmon Park Ponds/Swales New Towne Dr. & Javelin Dr. Mulford Village Pond X (west) 802 Marchesano Dr. (Fire Station #3)	Harrison Park Turnberry Ridge Linden Pointe Colony Bay Leland Place (NE Rote & Divine) Mill & Highgrove Red Oak Estates #8 (SE Rote & Eden)		

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Standard Operating Procedures for Detention Basin

Attachment B

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Detention Basin Inspection Form (If yes is checked take a picture and make comment)

Basin II	D	Inspector(s)					
Inspect	ion Date	:	_ Basin Type:	Dry	V	Vet	
Was the	ere rain	in the last 24 hours? Yes	5 No	10 yr. /2	4 hr. Event yes	No_	
Rainfall	l Amoun	t					
1.	Does ba	asin have sediment deposit	s? Yes No		If Yes, estima	ated Quantity	·
2.	Is there	standing water in the bas	n? Yes No	If Yes, w	ater depth at o	utlet structur	e
3.	Is there	debris in the basin? Yes _	No		Depth of Debris	s Line	
4.	Inlet/O	utlet Conditions					
		Is there erosion or under	utting at the inlets/o	utlets?	Yes	No	
		Has the rip rap or other m Yes No	•	-	from around th	e inlet/outlet	?
		Is there garbage or debris	obstructing the struc	ctures?	Yes	No	
5.	Embanl	kment/Bottom Conditions					
		Are there any indications	of erosion or sloughi	ng?	Yes	No	
6.	Downst	ream conditions (100 ft. d	ownstream of the ou	tfall)			
		Are there indications of ex	ccessive erosion dow		f the primary o	utlet structur	e?
					Check if furthe	r follow-up is	needed
Comme	ents/Oth	er Maintenance:					
-							
Note: I	If this is a	a new installation include t	he number, type and	size of inl	et and outlet st	ructures	
		a new instanction include t		. 512C OI IIII	ct and ballet 30	40141 03.	

Inspector Signature: ______ Date: _____

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Standard Operating Procedures for Detention Basin

Attachment C

City of Rockford Field Observation

1.	Person Making Observation:	Date:				
2.	Type of Observation (check all that apply):					
	Drainageway	_ Creek				
	Citizen Complaint	_ Industrial/Commercial Site				
	Detention Basin	_ Outfall Monitoring				
		_ Illicit Discharge (If the Illicit Discharge is active tt Brad Holcomb or Dean Kurth immediately)				
	Inlet	_ Other				
	Location/Project Name:					
4.	Is this a post rain event observation? Yes	No				
5.	If yes: Date of Rainfall Rainfall amount (inches)					
6.	Is there standing water in the basin? Yes No	If Yes, water depth at outlet structure				
7.	Is a follow-up inspection required? Yes	No				
8.	Is maintenance needed? Yes	No				
9.	Comments (please be detailed and supply photos if neo	cessary):				
	Inspector Signature:	Date:				

Provide Copies to one of the following:

Brad Holcomb, Stormwater & Environmental Program Manager – Cell # 815-218-7343, brad.holcomb@ockfordil.gov, Dean Kurth, Environmental & Stormwater Project Manager – Cell # 815-218-7353, dean.kurth@rockfordil.gov, Ryan Lundberg, Stormwater Coordinator - Cell # 815-985-0585, ryan.lundberg@rockfordil.gov Marcy Leach, Operations Manager – Cell – 815-520-0658, marcy.leach@rockfordil.gov

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Attachment D

DETENTION BASIN MAINTENANCE CONFIRMATION

Please fill out and return to the above address when all maintenance is completed

	BASIN ID #	
NAME:	PHONE:	
ADDRESS:	EMAIL:	
LOCATION OF DETENTION BASII	N:	
MAINTENANCE START DATE:	MAINTENANCE END DATE:	
ARE YOU PERFORMING THE MA	AINTENANCE? YES:NO:	
TYPE OF MAINTENANCE PERFO	RMED:	
CONTRACTORS (IF APPLICABLE):		
CONTACT:		
PHONE/FAX:	EMAIL:	
ENCINEEDING COMPANY (IF ADD	NICADIE).	
	PLICABLE):	
ADDRESS:		
PHONE/FAX:	EMAIL:	
the City of Rockford Pub	in design may require additional City of Rockford permitting and approval plic Works Department (779-348-7300) to determine permitting requirement DATE:	ents.
	FOR OFFICE USE ONLY	
	N:INSPECTOR: S: NO: IF NO, WHY?	
COMMENTS:		

City of Rockford

Standard Operating Procedures for Detention Basin

Attachment E

Emergency Contact List

Emergency – 911

Position	Name	Cell Phone #	Email
Public Works Director	Works Director Tim Hanson 815-985-46		Timothy.hanson@rockfordil.gov
City Engineer	Matt Vitner	815-222-4659	Matthew.Vitner@rockfordil.gov
Emergency Operations Division Fire Chief	Joe Corl	815-289-7282	Joe.Corl@rockfordil.gov
Engineering Operations Manager	Marcy Leach	815-520-0658	marcy.leach@rockfordil.gov
Street and Transportation Superintendent	Mark Stockman	815-262-6733	mark.stockman@rockfordil.gov
Stormwater Program Manager	Brad Holcomb	815-218-7343	brad.holcomb@rockfordil.gov
Stormwater Program Manager	Dean Kurth	815-218-7353	dean.kurth@rockfordil.gov
Stormwater Coordinator	Ryan Lundberg	815-985-0585	Ryan.lundberg@rockfordil.gov
Street Maintenance Supervisor	Harry Noble	815-218-0843	Harry.noble@rockfordil.gov
Forestry Supervisor	Mitch Leatherby	815-980-2062	mitchell.leatherby@rockfordil.gov
Project Manager	Jason Irvin	815-988-0069	Jason.irvin@rockfordil.gov
Hazardous Materials District Chief	Dan Zaccard	815-494-8659	dan.zaccard@rockfordil.gov

City of Rockford



August 15, 2013

(Insert name & address of responsible party)

Re. Detention Basin Maintenance at (insert plat name) (Basin ID #

Dear Mr./Ms.

Storm water detention basins are a best management practice designed to reduce the impacts of pollution and increased velocity of storm water runoff caused by developments. They are an essential part of the City of Rockford's efforts to improve the quality of our streams, rivers and ponds. Once a detention basin fails, or if it is not adequately maintained, it will no longer perform its intended function and is often very expensive to replace.

By performing routine maintenance on storm water detention basins those responsible for them can reduce potential costly repairs, not only to the basin themselves but downstream as well. On (insert date) the City of Rockford inspected the above referenced detention basin to determine if maintenance is needed to keep the basin functioning as originally designed.

An inspection on the above referenced detention basin was completed and the inspection identified the following item requiring maintenance:

- 1.
- 2.
- 3.

According to the recorded plat you are responsible for the maintenance of this basin. If you fail to maintain it as required and it results in a failure you could be found liable for all resulting damage. In addition, failure to properly maintain the basin will result in violations to Chapter 109, Article 6 of the City of Rockford's code of ordinances.

Please fill out the attached maintenance permit once all maintenance items are completed or contact the City of Rockford within 90 days to discuss a timetable to complete the required maintenance.

If you have any questions regarding this maintenance, please contact the Stormwater Program Manager, Brad Holcomb, at (815) 967-7061 or by email at Brad.Holcomb@rockfordil.gov.

Sincerely,

Matthew Vitner, P.E. City Engineer

Enc. photo documentation, recorded plat, maintenance guide, maintenance confirmation

City of Rockford



Timothy Hanson Director Public Works Department

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Detention Basin Maintenance at (Insert plat name) (Basin ID # Photo #1 Picture description Photo #2

Note: the attached photos indicate examples of corrective actions observed on this construction site. When performing maintenance as indicated in the photos, check the entire site for other areas with similar maintenance needs.